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ARNOLD SCHWARZENEGGER
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May 4, 2005

CMS Information Notice No.: 05-03

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS) ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS) BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: CMS PLAN AND FISCAL GUIDELINES – FISCAL YEAR (FY) 2005-06

The purpose of this Notice is to inform you that the CMS Plan and Fiscal Guidelines (PFG) for FY 2005-06 is now available on the CMS website. Local programs may download all sections of the manual at <http://www.dhs.ca.gov/pcfh/cms/publications/pfg/pfg0506/pfg.htm>. The forms for the budgets, plan submission, quarterly administrative expenditure invoicing, and data collection, as well as templates for the Memorandum of Understanding and the Interagency Agreement are also available at the same site. The forms on this site are those needed for FY 2005-06. New links have been added for easier maneuverability through the website to access the full PFG and forms and templates. As an example, you will be able to access the full PFG and plans and templates by clicking on the Forms and Publications link on the left side of the home page and then clicking on Children's Medical Services Branch link. The 2004/05 PFG with the associated forms are still available through CMS Information Notice 04-05 (2004).

A "bookmark", which is similar to a table of contents, is on the left-hand side of the screen of the full PFG document. You can move from section to section, or sub-section to sub-section, by clicking on the desired headings in the bookmark. To open or close the bookmark, simply click once on the vertical **BOOKMARK** tab.

The following are significant changes made to the PFG for FY 2005/06:

Section 1 - CMS and Program Descriptions

- The program descriptions of the CMS sections have been renamed and updated due to reorganization in the CMS Branch.
- Due to changes in legislation, public school districts and private schools are not required to submit the CHDP Annual School Report (PM 272) to the CHDP Program within the local health department and no reimbursement is provided to schools.

Section 3 – Scope of Work

- Performance measure #2 has been made optional.
- A new performance measure #6 has been added related to childhood obesity.
- Due to changes in legislation, public school districts and private schools are not required to submit the CHDP Annual School Report (PM 272) to the CHDP Program within the local health department and no reimbursement is provided to schools.

Section 5 – Memoranda of Understanding and Inter/Intra-Agency Agreements

- CalWorks Information Network (CalWIN) - Counties participating in CalWIN will eventually have a fully automated CHDP referral process that will include populating data elements, triggering the CHDP Referral Form (PM 357) and generating CHDP labels. The short-term plan is partial automation. Partial automation includes the addition of the CHDP PM 357 Form to CalWIN with the ability to trigger the form. Partial automation will require some user intervention to complete the CHDP Referral process, such as entering the type of service the client requested, and if a label is to be generated, going into each case and printing an individual label.
- Counties participating in CalWIN must review their Inter-Agency Agreement (IAA) with the local social services department to assure any changes made will comply with Federal and State regulations. Changes may be in the areas of social services department processes for documenting the results of basic informing, generating and sending referrals to the local CHDP program, reporting the number of recipients requesting CHDP services and types of services requested or other management information and program evaluation activities.

Section 6 – Budget Instructions

- A table of contents for Section 6 has been added.
- The CCS Administrative Budget Summary/Summary Revision Instructions related to Healthy Families (consistent with CSM Information Notice 04-07) have been revised. This includes adding the “Worksheet to Determine Funding Sources”.
- Samples of the budget summary and budget revision summary pages have been revised.
- Blank copies of the budget summary and budget revisions summary pages have been revised.

Section 8

- New instructions and forms for the CCS Quarterly Administrative Expenditure Invoices have been added.
- Instructions and forms for CCS Supplemental A and B invoices are included.

Section 9 – Federal Financial Participation

- A web address was added to access the Code of Federal Regulations pertaining to Federal Financial Participation, 42 Code of Federal Regulations (CFR) Part 432.2, 432.45, 432.50 and 433.15.
- Additional content was added to accentuate the requirements for clerical staff positions in direct support of and under the direct supervision of the SPMP. The SPMP must be immediately responsible for the work performed by the clerical staff, and must directly supervise (immediate first-level supervision) the supporting staff and the performance of the supporting staff’s work, and be responsible for preparing, conducting, and signing the directly supporting staff’s performance appraisal as the immediate first-level supervisor. This SPMP and directly supporting staff relationship is reflected on the organization chart.
- The second area for clarification was in the completion of the time study and conditions that need to be met if there are exceptions to the requirements of “same time either during the first, middle, or last month of each calendar quarter for the fiscal year.”

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Your CMS Plan and Budget package is due June 30th, 2005. Please submit one original and three copies to your CMS Regional Administrative Consultant/Analyst. **As a reminder, all pages in the submitted plan must be numbered and dated.** Reporting on the Performance Measures in Section 3 is due to the CMS Regional Office by November 30, 2005. Please submit one original and three copies of the Performance Measure Report to your CMS Regional Administrative Consultant/Analyst.

Individual CHDP, HCPCFC, and CCS budgets will be approved when all required documents have been submitted and review by appropriate regional staff. The Certification Statement and Interagency Agreement may be sent under separate cover after other documents have been submitted. Fourth quarter invoices will not be paid, however, until all required documents have been submitted, reviewed, and approved.

If you have questions about completing your plan and budget, please contact your Regional Nurse Consultant or Administrative Consultant/Analyst.

Original signed by Marian Dalsey, M.D., M.P.H.

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Children's Medical Services Branch